

Legal Affairs Coordinator

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Company: American International University, Kuwait

Location: Kuwait

Category: other-general

Legal Affairs Coordinator

American International University -

Reports to Director of Operations

Job Role

The Legal Affairs Coordinator primarily liaises with AIU attorneys to ensure they represent the university before the Public Authority of Manpower and other governmental entities, including but not limited to police stations, hospitals, and courts for potential and ongoing litigation matters. They must draft, organize, and maintain records of all documents for lawsuits filed by or against AIU. Additionally, they research and respond to legal queries when requested.

Key Responsibilities:

Coordinate with AIU attorneys in providing information and necessary documentation for ongoing litigations.

Assist in preparing pre-trial documents.

Assist various university departments in reviewing low-impact service contracts before signing to protect AIU interests.

Ensure all contracts' clauses are being adhered to by external parties.

Perform legal research, including statutory and case law, draft forms, research memoranda, proposed rules, orders, and other documents.

Work closely with the HR team to keep them abreast of Kuwait's Labor Law.

Document interpretation and translation.

Performs administrative duties related to the operations of the university and other similar or related duties which may not be specifically included within this position description but are consistent with the general level of the job and the responsibilities described as requested.

Maintains dossiers on all active and inactive cases for the university both on SharePoint and in hard files.

Qualifications:

- 1 . Bachelor's degree, or equivalent in Law.
- 2 . Minimum 5 years of experience in Kuwait in both law and HR or a similar field that develops the skills required for the functions and responsibilities of the position.
- 3 . Strong communication skills in Arabic & English (written and spoken).
- 4 . Accountability, ownership, and the ability to effectively complete tasks.
- 5 . Microsoft Office with particular emphasis on employee, litigation, and contract records.
- 6 . Strong knowledge of Kuwait labor law, Corporate Law, and other Executive Regulations.

About American International University:

AIU is a new institution of higher education in Kuwait, with the first student cohort admitted in the fall of 2019. It is a private, coeducational institution offering undergraduate degrees based on the American model of higher education. Through its educational programs, the College serves the intellectual, cultural, and personal growth of its community members. AIU offers degree programs in Engineering, Architecture, Design, and Business Administration where the language of instruction is English.

For more information about AIU, visit:

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